

## PART 5

### EXHIBIT OF FORMS

**DITCH DUPLICATE**Last date on which Total Assessment May  
be paid without interest.**Feb. 1** 19 **98**

NAME OF DITCH

**HAMILTON**

ASSESSMENT FOR: (Indicate Which)

CONSTRUCTION OR  
RECONSTRUCTIONANNUAL  
MAINTENANCE☒ **X**

	DUPLICATE NO. <b>A</b>	NAME OF TAXPAYERS <b>B</b>	DESCRIPTION OF REAL ESTATE <b>C</b>	SECTION IN-LOT <b>D</b>	TOWNSHIP IN-LOT <b>E</b>	RANGE BLOCK <b>F</b>	ACRES <b>G</b>	HUNDRETHS <b>H</b>	TOTAL AMOUNT OF ASSESSMENT <b>I</b>	AMOUNT ON WHICH TO COMPUTE INTEREST <b>J</b>	PRINCIPAL AMOUNT OF EACH INSTALLMENT <b>K</b>	INTEREST ON EACH INSTALLMENT <b>L</b>	TOTAL INSTALLMENT AND INTEREST <b>M</b>	INSTALL- MENT NUMBER <b>N</b>	WHEN PAYABLE <b>O</b>	PENALTY ADDED <b>P</b>		TOTAL CASH PAID <b>Q</b>	DATE OF PAYMENT <b>R</b>				
																%	AMOUNT		MO.	DAY	YR.		
1	123	Doe, John	Pt. NE SW	2	11	10	4 0	00	6 5 0 00		6 5 00	-0-	6 5 00	1	Feb. 1, 1998								
2										6 5 00	-0-	6 5 00	2	Feb. 1, 1998									
3									5 2 0 00	6 5 00	1 3 00	7 8 00	3	May 1998									
4									4 5 5 00	6 5 00	2 2 75	8 7 75	4	Nov. 1998									
5									3 9 0 00	6 5 00	1 9 50	8 4 50	5	May 1999									
6									3 2 5 00	6 5 00	1 6 25	8 1 25	6	Nov. 1999									
7									2 6 0 00	6 5 00	1 3 00	7 8 00	7	May 2000									
8									1 9 5 00	6 5 00	9 75	7 4 75	8	Nov. 2000									
9									1 3 0 00	6 5 00	6 50	7 1 50	9	May 2001									
10									6 5 00	6 5 00	3 25	6 8 25	10	Nov. 2001									
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THE ACTUAL SIZE OF THIS FORM IS  
17 1/2 INCHES BY 20 INCHESEXAMPLE OF ENTRY OF ASSESSMENT  
FOR CONSTRUCTION CERTIFIED TO  
COUNTY AUDITOR ON FEB. 1, 1997.In this example, at the option of the landowner, the total assessment of \$650.00  
or \$130.00 of the total may be paid without interest within one year from date of  
certification. The notice to the landowner by the county treasurer should be  
prepared accordingly on Form 63-N by entering \$650.00 in column 1 and \$130.  
00 in column 2.Although the total payment due on or before Feb. 1, 1998 is \$130.00, this item  
appears in the example as two items of \$65.00 each. This division is for the  
convenience of the county treasurer if the landowner wishes to make partial  
payments.Lines 45 to 59 are omitted  
in this reproduction.

[illegible]

# DITCH DUPLICATE

Last date on which Total Assessment May  
be paid without interest.

19

NAME OF DITCH

JONES

ASSESSMENT FOR: (Indicate Which)

CONSTRUCTION OR  
RECONSTRUCTION

ANNUAL  
MAINTENANCE

X

	DUPLICATE NO. A	NAME OF TAXPAYERS B	DESCRIPTION OF REAL ESTATE C	SECTION IN-LOT D	TOWNSHIP IN-LOT E	RANGE BLOCK F	ACRES G	HUNDRETHS H	TOTAL AMOUNT OF ASSESSMENT I	AMOUNT ON WHICH TO COMPUTE INTEREST J	PRINCIPAL AMOUNT OF EACH INSTALLMENT K	INTEREST ON EACH INSTALLMENT L	TOTAL INSTALLMENT AND INTEREST M	INSTALL- MENT NUMBER N	WHEN PAYABLE O	PENALTY ADDED P		TOTAL CASH PAID Q	DATE OF PAYMENT R			
																%	AMOUNT		MO.	DAY	YR.	
1	456	Roe, Richard	Pt. SW NE	4	18	10	1	5	2 0 00					1 0 00	May 1998			1 00	1 1 00	11	1	98
2														1 0 00	Nov. 1998			1 0 00	11	1	98	
3									2 0 00					1 0 00	May 1999			1 0 00	5	1	99	
4														1 0 00	Nov. 1999		3 00	1 3 00	5	1	01	
5									2 0 00					1 0 00	May 2000		1 00	1 1 00	5	1	01	
6														1 0 00	Nov. 2000		1 00	1 1 00	5	1	01	
7									2 0 00					1 0 00	May 2001		1 00	1 1 00	11	15	01	
8														1 0 00	Nov. 2001		1 00	1 1 00	11	15	01	
9									2 0 00					1 0 00	May 2002							
10														1 0 00	Nov. 2002							
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THE ACTUAL SIZE OF THIS FORM IS  
17 1/2 INCHES BY 20 INCHES

SAMPLE

EXAMPLE OF ENTRY OF ASSESSMENT  
FOR ANNUAL MAINTENANCE CERTIFIED  
TO COUNTY AUDITOR ON JAN. 20, 1998.

NOTE: THERE IS NO INTEREST ON ASSESSMENTS FOR ANNUAL  
MAINTENANCE. DELINQUENCIES ARE SUBJECT TO SAME  
PENALTIES AS DELINQUENT TAXES.

Lines 45 to 59 are omitted  
in this reproduction.

**DRAINAGE ASSESSMENT STATEMENT**Form Prescribed by  
State Board of AccountsCOUNTY FORM No. 63A  
(Rev. 1967)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONSTRUCTION OR RECONSTRUCTION ☐ANNUAL MAINTENANCE ☐

NOTE: Fold on line below if No. 9 window envelope is used.

\_\_\_\_\_ COUNTY

Duplicate No. \_\_\_\_\_

Name of  
Drain \_\_\_\_\_Examine receipts and see that descriptions are  
correct and complete. Please correct any error  
in address.Amount due in payment of installment No. \_\_\_\_\_ payable on or before \_\_\_\_\_, 19\_\_\_\_.  
on the following property:

DESCRIPTION	Sec. or In-Lot	Twp. or Out-Lot	Range or Block	ACRES		PRINCIPAL	INTEREST	PENALTY	AMOUNT DUE
THE ACTUAL SIZE OF THIS FORM IS 5 1/2 INCHES BY 8 1/2 INCHES									
Amount of delinquency to due date of installment									
RECEIVED OF THE ABOVE NAMED PAYOR IN PAY-						TOTALS			

RETURN ALL COPIES TO COUNTY TREASURER

THE SUM OF \$ \_\_\_\_\_

THIS IS A VALID RECEIPT WHEN STAMPED PAID  
BY THE COUNTY TREASURER\_\_\_\_\_  
COUNTY TREASURER

Form Prescribed by  
State Board of Accounts

COUNTY FORM No. 63N  
(Rev. 1979)

## NOTICE OF DRAINAGE ASSESSMENT

Name and address  
of  
Landowner

THE ACTUAL SIZE OF THIS FORM IS  
  
5 INCHES BY 8 INCHES

\_\_\_\_\_ COUNTY

Duplicate No. \_\_\_\_\_

Name of  
Drain \_\_\_\_\_

YOU ARE HEREBY NOTIFIED that the County Auditor has delivered to the office of the County Treasurer a ditch duplicate wherein a final assessment appears for an improvement on the above named drain against the lands or lots described herein. You are further notified that the assessment in full (column 1), or the installments due within one year from date of certification of assessments by the County Drainage Board to the County Auditor (column 2), may be paid without interest on or before \_\_\_\_\_, 19\_\_\_\_.

DESCRIPTION	Sec. or In-Lot	Twp. or Out-Lot	Range or Block	ACRES	(1) TOTAL ASSESSMENT	(2) CURRENT ANNUAL ASSESSMENT

After payment of amount in column 2, there will be \_\_\_\_\_ semiannual installments of \$\_\_\_\_\_ each, payable on or before May 10 and November 10 of each year until paid in full, together with interest at 10% per annum on the balance of principal unpaid from time to time. Delinquencies are subject to the same penalties as delinquent taxes.

RECEIVED OF THE ABOVE NAMED PAYOR IN PAY-  
MENT ON THE ASSESSMENT DESCRIBED ABOVE

THE SUM OF \$\_\_\_\_\_

THIS IS A VALID RECEIPT WHEN STAMPED PAID  
BY THE COUNTY TREASURER

RETURN ALL COPIES TO COUNTY TREASURER

\_\_\_\_\_  
COUNTY TREASURER



# SUBSIDIARY LEDGER - GENERAL DRAIN IMPROVEMENT FUND

☒ CONSTRUCTION  
☐ RECONSTRUCTION  
☐ MAINTENANCE

Brown Branch DRAIN

134

(Number)

CONTRACT:				Name of Contractor			Date	Amount	ASSESSMENTS AND COLLECTIONS				ENCUMBRANCE			GENERAL LEDGER (CASH)		
				<u>Waters Construction Co.</u>			<u>8-4-84</u>	<u>\$ 2,500.00</u>	CERTIFIED FOR COLLECTION: Construction or Reconstruction <u>\$ 3,400.00</u>									
BONDS ISSUED				Name of Purchaser			Date	Amount	COLLECTIONS			Assessments Unpaid (Certified Assessments less total amount in column 2)	Encumbrance	Liquidation	Balance	Receipts	Disbursements	Balance
DATE				Quietus or Warrant No.	FROM WHOM RECEIVED OR TO WHOM PAID	FOR	Paid From County General Fund 1	Principal 2	Interest and Penalty 3	Total Collected 4	Assessments (Principal) 5	Assessments Unpaid (Certified Assessments less total amount in column 2) 6	Encumbrance 7	Liquidation 8	Balance 9	Receipts 10	Disbursements 11	Balance 12
Month	Day	Yr.																
1					Amount Brought Forward													
2	6	5	84			Encumbrance							340000					
3													(1) 340000 (2) 340000					
4	7	6	84	5001	Amos Fink	Engineer	42000								340000			
5							(1) 42000 (2) 42000											
6	8	5	84	5530	Jerry Mason	Attorney Fee								26000			26000	
7				5530	Jerry Mason	Notices								3000	311000		3000	(290000)
8	8	5	84		Assessments Certified to County Auditor					340000								
9							(1) 340000 (2) 340000						(2) 340000	(1) 29000 (2) 29000			(1) 29000 (2) 29000	
10	9	5	84	5720	Waters Construction Co.	Contract								200000			200000	
11				5721	Amos Fink	Inspection	8000											
12				5722	Handy Land Co.	Damages	(1) 8000 (2) 50000						(2) 340000	(1) 204000 (2) 233000	107000		(1) 204000 (2) 233000	(233000)
13																		
14	10	10	84	5880	Amos Fink	Inspection	2000											
15				5881	Waters Construction Co.	Contract											50000	
16	10	15	84	5890	Co. General Fund	Repay Eng. Cost											52000	(335000)
17					To Close Encumbrance		(1) 2000 (2) 52000						(2) 340000	(1) 107000 (2) 340000			(1) 102000 (2) 335000	
18																		
19	11	30	84	Q 48	County Treasurer	Collections	80000		80000		260000						80000	(255000)
20							(1) 80000 (2) 80000		(1) 80000 (2) 80000	(2) 340000						(1) 80000 (2) 80000	(2) 335000	
21																		
22	5	30	85	Q 48	County Treasurer	Collections	96200		96200		163800						96200	(158800)
23							(1) 96200 (2) 176200		(1) 96200 (2) 176200	(2) 340000						(1) 96200 (2) 176200	(2) 335000	
24	11	30	85	Q 48	County Treasurer	Collections	54000	4500	58500		109800						58500	(100300)
25							(1) 54000 (2) 230200	(1) 4500 (2) 4500	(1) 58500 (2) 234700	(2) 340000						(1) 58500 (2) 234700	(2) 335000	
26																		
27																		
28					(1) Represents totals for the month - To be entered in pencil below last entry for month.													
29					(2) Represents totals to date - To be entered in pencil immediately below totals for month.													
30					SEE PART VI - PROOF OF POSTINGS													
31																		
32																		

ACTUAL SIZE OF FORM  
14 INCHES BY 21 INCHES



## West Bend DRAIN

476  
(Number)[illegible]

Surveyor .....County

**AUTHORIZATION FOR ENCUMBRANCE  
OF THE  
GENERAL DRAIN IMPROVEMENT FUND**

In the Matter of (Construction) (Reconstruction) (Maintenance)  
of the \_\_\_\_\_ Drain  
Job No. \_\_\_\_\_

TO THE DRAINAGE BOARD OF \_\_\_\_\_ COUNTY:

Whereas, the above entitled matter has been referred to me, and

Whereas, it is estimated that the cost of the work will be:

PRELIMINARY COST	\$ _____
ENGINEERING	\$ _____
GENERAL CONTRACT	\$ _____
SUPERVISION	\$ _____
_____	\$ _____
TOTAL	\$ _____

SAMPLE

Therefore, request is made for an encumbrance of the General Drain Improvement Fund

to pay said costs in the total sum of \$ \_\_\_\_\_.

Dated \_\_\_\_\_

\_\_\_\_\_  
Surveyor or Engineer in Charge

The Drainage Board being duly advised by the County Auditor that there is a sufficient unencumbered balance in the General Drain Improvement Fund to cover the requested encumbrance now finds that this request should be granted. It is, therefore, ordered that the General Drain Improvement Fund is encumbered for the purpose stated in the foregoing request, in the sum of \$ \_\_\_\_\_. It is further ordered that the foregoing request and authorization be recorded in the records of the County Drainage Board.

THE COUNTY DRAINAGE BOARD

\_\_\_\_\_ COUNTY

By \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Members

WHEN COMPLETED BY THE  
DRAINAGE BOARD, THIS FORM  
IS FOR USE OF THE COUNTY  
AUDITOR.



**COUNTY TREASURER'S CERTIFICATE OF COLLECTIONS  
OF  
DRAINAGE ASSESSMENTS**

From \_\_\_\_\_, 19\_\_\_\_\_

To \_\_\_\_\_, 19\_\_\_\_

[illegible]

STATE OF INDIANA, \_\_\_\_\_ COUNTY, SS:

I, the undersigned Treasurer of the aforesaid County and State hereby certify that the above statement of drainage assessments collected is true and correct.

Date \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ County Treasurer.

STATE OF INDIANA, \_\_\_\_\_ COUNTY, SS:

I, the undersigned Auditor of the aforesaid County and State hereby certify that the above statement of drainage assessments collected is in agreement with the Ditch Duplicates of the County.

Date \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ County Auditor.

EXHIBIT K  
**CERTIFICATE OF ASSESSMENTS**  
**(Construction or Reconstruction)**

5-25

The Drainage Board of:

\_\_\_\_\_ County, Indiana

IN THE MATTER OF:

Assessments for the (Construction)  
(Reconstruction) of the

\_\_\_\_\_ Drain  
in \_\_\_\_\_ County, Indiana  
Project No. \_\_\_\_\_

SAMPLE

TO THE AUDITOR OF \_\_\_\_\_ COUNTY:

We have computed the cost of the (construction) (reconstruction) of the above named drain as follows:

- |  |          |
|--|----------|
| 1. Costs reimbursable to County General Fund:                                |          |
| a. Compensation paid to Engineer   | \$ _____ |
| b. Advertising and Notices (reconstruction)                                  | _____    |
| c. Estimated compensation of Engineer for supervision and inspection         | _____    |
| d. _____   | _____    |
| e. _____   | _____    |
| TOTAL REIMBURSEMENT TO COUNTY GENERAL FUND                                   | \$ _____ |
| 2. Costs payable from General Drain Improvement Fund:                        |          |
| a. Amount of contract  | \$ _____ |
| b. Damages   | _____    |
| c. Attorney Fees (Petitioners' Attorney)                                     | _____    |
| d. Expense reimbursable to petitioners' attorney for notices and advertising | _____    |
| e. Contingencies   | _____    |
| f. _____   | _____    |
| g. _____   | _____    |
| TOTAL COST   | \$ _____ |

(Itemize any other costs. All costs incidental to issuance of bonds must be included.)

We certify that we have apportioned the total cost to the tracts of land benefited by the drain according to law and have determined and fixed the assessments on the several tracts of land as shown by the attached schedule.

Any assessment of \$50.00 or less shall be payable within one year from date hereof. Payment shall be without interest, but if not paid within said one year, shall be subject to the same rate of penalty as is applicable to delinquent tax.

Any assessment of more than \$50.00 may be paid in full, without interest, within one year from date hereof, or one fifth (1/5) of such assessment or \$50.00, whichever is more, may be paid, without interest, within one year from date hereof. The remainder of the assessment shall be paid in semiannual installments of not less than \$25.00 each and the number of such semiannual installments may not exceed eight (8).

In case payments of installments are deferred, unpaid balances from time to time shall bear interest at the rate of 10% per annum.

The county auditor is directed to enter the assessments according to this certification in the Ditch Duplicate of the county for collection by the county treasurer.

IN WITNESS WHEREOF, we have set our hands, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Where drains are located in two or more counties, this fact should be set out in the certificate and a separate certificate prepared for each county.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Drainage Board

EXHIBIT L  
**CERTIFICATE OF ASSESSMENTS  
FOR ANNUAL MAINTENANCE**

5-27

The Drainage Board of:

\_\_\_\_\_ County, Indiana

IN THE MATTER OF:

Assessments for Annual Maintenance  
of the \_\_\_\_\_ Drain  
in \_\_\_\_\_ County, Indiana

SAMPLE

TO THE AUDITOR OF \_\_\_\_\_ COUNTY:

We certify that the schedule of assessments attached hereto has been adopted pursuant to IC 36-9-27-34 and IC 36-9-27-40 to provide funds for annual maintenance of the above named drain; that due notice thereof has been published; that the period of time within which a judicial review may be reviewed may be requested has expired; and, that the order of the Drainage Board fixing the assessment on each tract of land is now final.

The assessments stated in the attached schedule are annual assessments and shall be collected year after year until such assessments are terminated or changed by order of the Drainage Board. One-half of each annual assessment shall be due and payable on or before May 10 and November 10 in each year, the first of which semiannual installments shall be due and payable on or before \_\_\_\_\_, 19\_\_\_\_.

All such installments may be paid without interest, but if not paid when due shall be subject to the same rate of penalty applicable to delinquent taxes.

The county auditor is directed to enter the assessments according to this certification in the Ditch Duplicate of the county for collection by the county treasurer.

IN WITNESS WHEREOF, we have hereto set our hands, this \_\_\_\_\_  
day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Drainage Board

[GO TO TABLE OF CONTENTS](#)